



THE POSITION

Planning Technician – Permitting & Compliance

Tahoe Regional Planning Agency and our dynamic team of professionals seek a motivated **Planning Technician** to provide support to the Permitting and Compliance Department.

Customer service is at the forefront of the Planning Technician role. The **Planning Technician** is expected to work with customers in person, over the telephone, and through e-mail to answer questions and provide solution-oriented advice, work with applicants to ensure their projects implement adopted plans by meeting code requirements while also helping to effectively and efficiently guide them through the environmental review and permitting processes. Project intake will be a key role for the Planning Technician, including but not limited to reviewing incoming applications for completeness. Extensive contact with the public is required.

Overall Responsibilities

- Assist customers in person, over the telephone, and through e-mail to answer questions and provide solution-oriented advice.
- Work with applicants to ensure their submitted project application includes all the required documentation and checklist items required with the application.
- Process, review, and organize incoming applications by ensuring fees are paid, documents are uploaded, and applications are ready for assignment.
- Work with the permitting and compliance division manager to process assigned projects to current planning staff.
- Process payments for applications including refunds, securities, and mitigation fees.
- Review and process simple applications, including but not limited to qualified exempt activities and historic

determinations, by reviewing plans and ordinances for consistency with the Regional Plan.

- Provide technical support to the public for use of the website, the parcel tracker, and the online application portal.
- Assist other planners in following up with customers.
- Act in a manner consistent with TRPA's goals and objectives as developed by the Governing Board, while providing service of the highest level to our customers-both internal and external.
- Build and maintain strong relationships with the public, local jurisdictions, environmental organizations, business interests, and other agencies.
- Use sound judgment to determine when to make independent decisions and when to seek direction from management or other staff.
- Work on special projects or perform other duties to aid in the success of the current planning department.



Desired Qualifications

Bachelor's Degree in planning, public administration, urban and regional economics, engineering, environmental science, or a related field, or equivalent combination of education and experience.

- Excellent written and verbal communication skills.
- Good listening and interpersonal skills, and ability to build strong relationships with a variety of constituents inside and outside the agency.
- Ability to interact with the public in a positive, non-confrontational manner. Capacity to manage conflict to an effective and positive outcome.
- Excellent organizational and record-keeping skills.
- Demonstrates critical thinking and analysis capability and synthesizes complex facts and issues in order to propose successful solutions tailored to competing interests.
- Demonstrates initiative and personal motivation to succeed in the Tahoe Basin's challenging and stimulating environment.
- Proficient in Microsoft Office, Outlook, and Adobe Acrobat.
- Comfort operating in fast-paced environment and meeting deadlines.
- Ability to work independently or in a team setting.

Physical and Mental Demands

Physical Demands: The essential functions of the position requires the mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary position and may require **frequent** sitting, although **occasional** standing and walking between work areas may be required; repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; visual acuity to read printed materials and a computer screen; hearing and speech to communicate in person and over the phone or computer virtual software platform; bending, stooping, kneel, reach, push and pull drawers open and closed to retrieve and file information; **seldom** lifting/carrying, pushing/pulling of 25lbs or less.

Mental Demands: The essential functions of the position requires the ability to read and write both simple and complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; complete forms, perform clerical tasks, analyze, synthesize and compile information, supervise, instruct and influence others; work with precision, follow instructions, meet time requirements, memorization and problem solving skills, and use of independent judgment.

Working Conditions

Work is performed in an office environment with moderate noise, lighting and temperature conditions, and no direct exposure to hazardous physical substances. Work includes use of computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days.

COMPENSATION AND BENEFITS

The salary range is \$42,600 to \$63,900. Starting pay is generally between the minimum (\$42,600) and the middle (\$53,250) of the range, with some flexibility, depending on experience.

TRPA's excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Dog-friendly employer.

THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

APPLICATION PROCESS

- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.
- **RECRUITMENT COMMUNICATION:** Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.

